



HOPWA Formula Grantee Annual Reporting

Office of Community Planning and Development

U.S. Department of Housing and Urban Development

Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives

Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:

1. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan.
2. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS.
3. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families.
4. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies.
5. That community strategies produce and support actual units of housing for persons living with HIV/AIDS.
6. And finally, that community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.

To report these goals, all Grantees Receiving HOPWA Formula Funds Must Complete the Following:

A. HOPWA Grantee Narrative – an executive summary (1-5 pages) including:

Grantee and Community Overview

1. A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services.
2. How grant management oversight of project sponsor activities is conducted and how project sponsors are selected.
3. A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS.
4. A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body.

5. What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations.
6. Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.

Project Accomplishment Overview

1. A brief summary of all housing activities broken down by three types: (a) emergency or short-term rent, mortgage or utility payments to prevent homelessness; (b) rental assistance; (c) facility based housing, including development cost, operating cost for those facilities and community residences.
2. The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
3. A brief description of any unique supportive service or other service delivery models or efforts.
4. Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.

Barriers or Trends Overview

1. Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement.
2. Trends you expect your community to face in meeting the needs of persons with HIV/AIDS and any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years.

B. Accomplishment Data

1. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing. (Submitted with CAPER). (See Attached Chart)
2. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions. (Submitted with CAPER). (See Attached Chart)
3. Entry of actual accomplishment data compared to proposed accomplishment data entered into IDIS on the MA04 screen for all active HOPWA activities and for activities completed in the most recent program year. (Entered into IDIS). (See Attached MA04)
4. Entry of accomplishment data in the related HOPWA accomplishment screens in IDIS for each active HOPWA activity and for activities completed in the most recent program year. (Entered into IDIS).

Edit: May 25, 2001

HOPWA Performance Summaries

To be used as an attachment to the CAPER for End of Program Year Reporting
(12/1/00 edit)

These charts are to be used in connection with the narrative portion of the Consolidated Annual Performance and Evaluation Report (CAPER). Under that annual report, grantees address their actions during the operating year and report on performance of Federal and other funds. The HOPWA grantee is required to provide a narrative statement on the how the HOPWA-related activities address strategic plan objectives. The grantee will evaluate progress in providing affordable housing, and progress in addressing the needs of homeless persons and the special needs of persons that are not homeless but require supportive housing, including persons with HIV/AIDS and their families.

The two performance charts will also help illustrate progress in leveraging resources by providing a means to report on the grantee's progress in obtaining "other" public and private resources that address needs identified in the plan. The HOPWA section of the CAPER also requires that grantees provide a narrative with information on what other resources were used in conjunction with HOPWA-funded activities. These charts provide a method to illustrate this use of other resources in addressing the housing needs of persons living with HIV/AIDS and their families.

Please include the two performance charts when submitting the CAPER.

Name of HOPWA Grantee: _____

Report covers the period: ____/____/____ to ____/____/____

Performance Chart 1 --Actual Performance. Types of Housing Units Dedicated to Persons with HIV/AIDS which were Supported during the Operating Year

Type of Unit:	Number of units with HOPWA funds	Amount of HOPWA funds	Number of units with Grantee and other funds	Amount of Grantee and other funds	Deduction for units reported in more than one column	TOTAL by type of unit
1. Rental Assistance						
2. Short-term/emergency housing payments						
3-a. Units in facilities supported with operating costs						
3-b. Units in facilities that were developed with capital costs and opened and served clients						
3-c. Units in facilities being developed with capital costs but not yet opened						
Subtotal						
Deduction for units reported in more than one category						
TOTAL						

Please enter the numbers corresponding to performance over the period of time indicated as the operating period for this activity, generally a one year period based on the grantee Consolidated Plan cycle (e.g. June 1 to May 31).

Performance is measured by the number of units of housing that were supported with HOPWA or other Federal, State, local and private funds for the purposes of providing housing assistance or residential support to persons living with HIV/AIDS and their families. Note that this chart does not directly measure supportive service costs. Note that the number of units of housing from HOPWA funds must be the same as reported in the annual year-end IDIS (or APR) data for the three general types of housing: 1. Rental assistance payments; 2. Short-term rent mortgage and utility payments; and 3. Units in facilities such as community residences, SRO dwellings or other facilities, where operating costs or development costs are incurred.

[Please include this page with the CAPER]

Chart 1: Definitions and Instructions

To the degree possible, please use the following definitions in this report and segregate information on this basis:

ROWS:

1. Rental assistance means as some form of on-going rental housing subsidy for the individual or household, such as tenant-based rental assistance payments or other scatter-site units that may be leased by the client, where the amount is determined based in part on household incomes and rent costs. Project-based costs should be counted in the operation costs category.

2. Short-term or emergency housing payments means some form of limited subsidy, a one-time emergency payment, or payments made over a limited time period to prevent the homelessness of a household, e.g. HOPWA short-term rent, mortgage and utility payments within a 21 week period. Costs for housing associated with transitional care programs should be counted in this category, if assistance is expected to end within about six months for the majority of clients. If transitional support is generally expected to be for longer periods, please report these units in another category, most likely as operation costs.

3-a. Units in facilities supported with operating costs means units and costs for leasing, maintaining or operating the housing facility, such as a community residence, SRO dwelling or other multi-unit dwelling; project-based rental assistance and sponsor leasing costs should be counted in this category as well as costs for minor repairs or other maintenance costs, costs for security, operations, insurance, utilities, furnishings, equipment, supplies, other incidental costs in providing housing to clients in these units. Supportive service costs associated with programs, skills development, child care, health-care etc. should not be counted in this report on housing costs.

3-b. Units in facilities that were developed with capital costs and opened and served clients means units and costs for the development or renovation of a housing facility, such as a community residence, SRO dwelling or other multi-unit dwelling, where costs for acquisition of the unit, new construction or conversion; substantial or non-substantial rehabilitation of the unit were expended during the period and the number of units reported were used by clients for some part of this period.

3-c. Units in facilities being developed with capital costs but not yet opened means units and costs for the development or renovation of a housing facility, such as a community residence, SRO dwelling or other multi-unit dwelling, where costs for acquisition of the unit, new construction or conversion; substantial or non-substantial rehabilitation of the unit were expended during the period BUT the unit was still in development and not yet used by a client during the period. Please do not report “planned” units for which no capital costs or related pre-development costs were incurred during this period.

After providing a subtotal of the number of units from all categories, please use the **Deduction for units reported in more than one category** line to correct for duplication in the number of units. Please estimate, to the degree possible, the number that were reported in more than one

category, e.g. a household received a short-term rent payment and then continued under a tenant-based rental assistance program in the same unit of housing, or funds were used to renovate ten units in a facility and operating costs for these units was also expended for part of the year.

TOTAL means the non-duplicated number of units of housing that were dedicated to persons with HIV/AIDS and their families that were supported with HOPWA and other funds, during this operating year.

COLUMNS:

Amount of Grantee and other funds means the amount of funds that were expended during the reporting period from non-HOPWA sources that are under the control of the Grantee or sponsors in dedicating assistance to this client population. Please do not count Ryan White CARE Act funds or other assistance that is not directly providing housing assistance or other residential support, to the degree that this practicable.

Similarly, in adding the total of units by funding sources (HOPWA and by Grantee and other funds) please use the **Deduction for units reported in more than one column** line to correct for duplication in the number of units, e.g. if more than one funding source is used for that unit, this is especially likely in capital development. Please estimate, to the degree possible, the number that was reported in more than one column.

TOTAL by type of unit means the non-duplicated number of units of housing (by type of housing) that were dedicated to persons with HIV/AIDS and their families and that were supported with HOPWA and other funds, during this operating year. For example, this would show the number of units of rental assistance that were dedicated to this population in this community during the year from all funding sources.

Name of HOPWA Grantee: _____

Report covers the period: ____/____/____ to ____/____/____

Performance Chart 2 -- Comparison to Planned Actions, as approved in the Action Plan/Consolidated Plan for this Operating Year (Estimated Numbers of Units)

Type of Unit:	Estimated Number of Units by type in the approved Consolidated Plan/Action Plan for this operating year	Comment, on comparison with actual accomplishments (or attach)
1. Rental Assistance		
2. Short-term or emergency housing payments		
3-a. Units in facilities supported with operating costs		
3-b. Units in facilities that were developed with capital costs and opened and served clients		
3-c. Units in facilities being developed with capital costs but not yet opened		
Subtotal		
Deduction for units reported in more than one category		
TOTAL		

Performance Chart 2 repeats information from the plan that was approved for HOPWA-related activities under the grantee's Consolidated Plan/Action Plan. This information should report the estimated number of units that were planned for this operating year with HOPWA, grantee and other funds.

Under the **Comment on comparison with actual accomplishments** column, comments may be provided or cited regarding differences between planned activities (based on estimates from the prior year) and the actual accomplishments over this operating year. In addition to narratives in the CAPER, comments may be provided or attached regarding the comparison of planned activities and actual performance.

[Please include this page with the CAPER]